



Southern Cross  
University

## Client Services

# How to request Special Consideration for an assessment

This is a guide to assist you with submitting a [Special Consideration](#) application for an assessment at Southern Cross University:

### Special Consideration for Assessment

- a) Extension of the due date for an assessment task, other than an examination (e.g. assignment extension).
- b) Special Consideration in relation to a Completed Assessment Task, including an end-of-unit Examination.

Client Services



1800 005 687



[enquiry@scu.edu.au](mailto:enquiry@scu.edu.au)

# First Steps

This form is accessible through [My Enrolment](#) (eForms CiA), the [SCU Special Consideration webpage](#) and the Blackboard site. From each location you will be taken to My Enrolment to login.

1. When logging in directly through [My Enrolment](#). Login using your student ID and password.

NOTE: If you require special consideration for an exam (an examination in lieu of normal examination), please complete the [Special Exam eForm](#).

For further information visit: <https://www.scu.edu.au/current-students/student-administration/special-consideration/>

# Special Consideration application

2. Navigate to the eForms CiA Tab and select the Special Consideration for Assessment form.

The screenshot shows the Southern Cross University My Enrolment portal. The navigation menu at the top includes: Details, Applications, Offers, UniMentor, Study Plans, Classes, Commonwealth Assistance, Exams, Finance, Grades, Graduation, Rewards, MySCU Details, eForms, and eForms (CiA). The eForms (CiA) tab is highlighted with a red box. Below the navigation menu, the page title is "eForms (CiA)". In the main content area, a list of forms is displayed, with the "eForms" item highlighted by a red box. The "eForms" item includes the text "Special Consideration for Assessment form". At the bottom left of the page, there is a footer with the text: "Southern Cross University | Legals | Privacy | Contact Us | ABN: 41 995 651 524 | CRICOS Provider: 01241G".

Note: This step is only required when logging in through My Enrolment directly.

3. Check your contact details and select your course details from the drop-down options.

**Student details:**

Student ID \*  
12345678 (Mr John Doe)

Name (Preferred)  
John

Family name  
Doe

Student email  
John.doe123@student.scu.edu.au

Course \*  
Bachelor of Music

Student ID	Curriculum Item (Study Package)	Full Title
22742070	3003140	Bachelor of Music

< >

Advanced search


4. Select your required reason for the application.

Note: your reason must be in line with the [Rule 3 — Coursework Awards — Student Assessment and Examinations: Section 4 — Grounds for Special Consideration.](#)

### Units for which you are seeking Special Consideration:

I am seeking Special Consideration on the grounds of \*

- Compassionate Circumstances
- Defence
- Emergency Services
- Health
- Personal Events
- Religious Grounds
- Sport
- COVID-19

 Advanced search

5. Please provide further details to explain why you are seeking special consideration on the free text line.

Units for which you are seeking Special Consideration:

I am seeking Special Consideration on the grounds of \*

Health 

Please explain how the selected reason has impacted your ability to submit your assessment. If a supporting document has been attached this comment is optional. Alternatively, if a supporting document has been submitted separately please state the date and recipient

Grounds for Special Considerations comments

Are you registered with Student Equity and Inclusion and have a Learning Access Plan that includes an academic adjustment of extensions on assessments? \* 

We have selected Health as the grounds for Special Consideration

You will also be asked to confirm if you are registered with Student Equity and Inclusion and if you have a Learning Access Plan

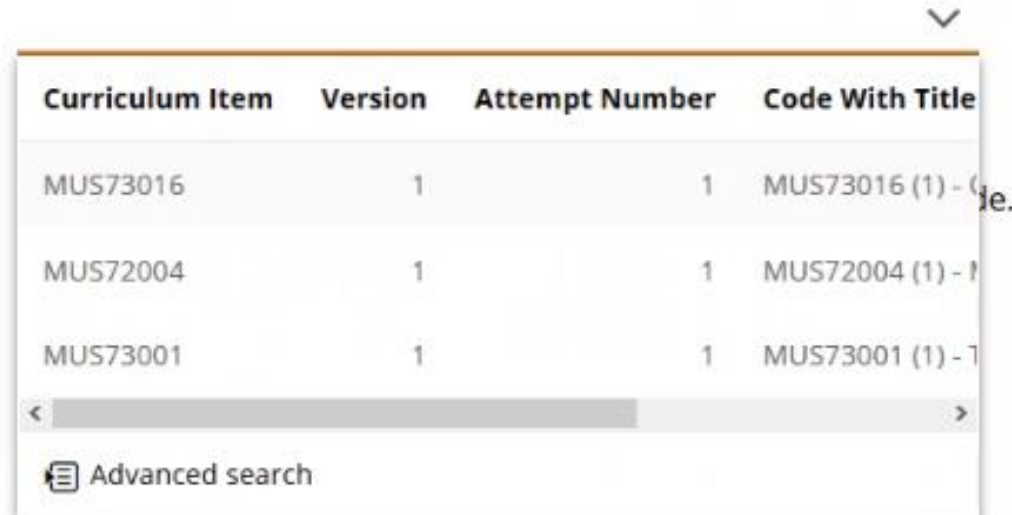


6. Select the unit that applies to this application.

## Assessment Task Variation - Request One

If you cannot locate the required Unit (e.g. already completed or failed) you must contact Client Services.

Unit \*



A dropdown menu is open, displaying a table of curriculum items. The table has four columns: Curriculum Item, Version, Attempt Number, and Code With Title. The first three rows are visible, showing items MUS73016, MUS72004, and MUS73001, all with version 1 and attempt number 1. The table is partially obscured by a yellow callout box on the right. Below the table, there is a search bar with a magnifying glass icon and the text 'Advanced search'.

Curriculum Item	Version	Attempt Number	Code With Title
MUS73016	1	1	MUS73016 (1) - (e.
MUS72004	1	1	MUS72004 (1) - 1
MUS73001	1	1	MUS73001 (1) - 1

< >

Advanced search

Select the relevant unit for this application. You will have an opportunity to add a 2<sup>nd</sup> unit later in the application.

7. Select from the drop-down options your “Type of task”, “Assessment due date” and “Number of additional days requested”.

**Assessment Task Variation - Request One**

If you cannot locate the required Unit (e.g. already completed or failed) you must contact Client Services.

Unit \*  
MUS73001 (1) - The Portfolio Career Musician ▼

The Task selected below must match your Unit Information Guide.

Type of task \*  
Assignment ▼

Assessment due date \*  
17-Sep-2020

Number of additional days requested  
7

New due date  
24-Sep-2020

Once you select the 'Assessment due date' and submit the requested 'Number of additional days requested' the new due date will be automatically updated.



8. Select from the drop down options your responses to the remaining questions.

Have you previously been granted an extension for this assessment? \*

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Have you already submitted your assessment, therefore requesting special consideration in marking? \*

---



Would you like to make a request for another unit? \*

---



9. You will have the option to complete additional requests for either the same unit or different units.

Note: You can apply for up to 5 requests in one application.

#### **Assessment Task Variation - Request Two**

Unit2 Assessor email

Unit2 Study Period

#### **Assessment Task Variation - Request Three**

Unit3 Assessor email

Unit3 Study Period

#### **Assessment Task Variation - Request Four**

Unit4 Assessor email

Unit4 Study Period

Note: You are required to submit [supporting documentation](#) if you are requesting an extension greater than three days (session-based unit) or one day (study period unit).

10. To add documentation, select +Add and select from:

- 1) Add from local drive (document from your computer),
- 2) Add note (free text),
- 3) Add URL (website address).

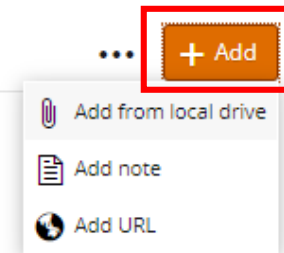
#### ^ Supporting documentation:

If your application is greater than three days (Session-based student) or one day (Study Period student) appropriate supporting documentation is required. If appropriate supporting documentation is not submitted, your request will be declined.

#### ^ SupportingDocs

##### Attachments

 Drag new attachments here




11. Accept your Declaration and select SUBMIT (Top right-hand corner of the application).

**Declaration:**

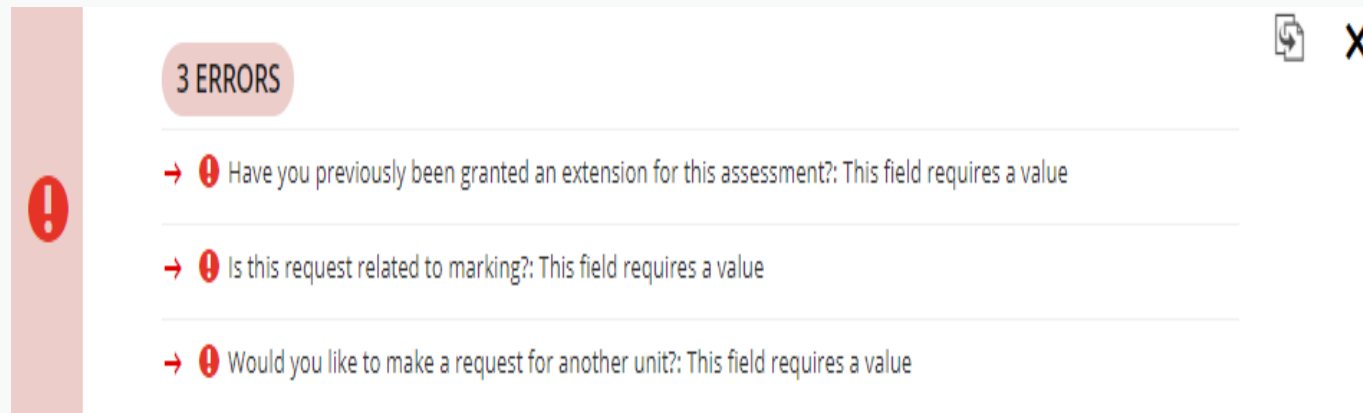
I declare the information I have provided in this application is true and correct.

Accept Declaration?\*

**SUBMIT** 

Note: Questions marked with an asterisk (\*) are mandatory. If you have missed a step through the process you will receive an error message, example below.

The error message will provide you with the details on what you are required to do to complete the form before submitting.



The screenshot shows a white error message box with a red vertical bar on the left side containing a white exclamation mark icon. The box has a title bar with a copy icon and a close 'X' icon. The title bar contains the text '3 ERRORS'. Below the title bar, there are three error messages, each preceded by a red arrow and a red exclamation mark icon:

- ! Have you previously been granted an extension for this assessment?: This field requires a value
- ! Is this request related to marking?: This field requires a value
- ! Would you like to make a request for another unit?: This field requires a value

12. Once submitted successfully you will see the form submitted screen with your reference number.



Form Submitted

Reference: S1.\_V3\_2020\_00052

Your application for Special Consideration for Assessment has now been received and will be processed accordingly. You will be contacted if we require further information, otherwise you will be advised of the final outcome of your application via your student email.

You can review and track the forms you have filled out by clicking [Forms](#) on your home page.

DONE



**Southern Cross  
University**

## Client Services

# Having trouble?

## Contact us!



[scu.edu.au/current-students/student-administration/](https://scu.edu.au/current-students/student-administration/)



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